



# LOS ANGELES COUNTY COMMISSION ON HIV

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*While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.*

## OPERATIONS COMMITTEE MEETING MINUTES June 19, 2008

Approved  
7/17/08

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/ CONSULTANTS
Diana Baumbauer, <i>Co-Chair</i>	Michael Green	Jim Chud	None	Jane Nachazel
Nettie DeAugustine, <i>Co-Chair</i>	Ted Liso	Walter Ward		James Stewart
Al Ballesteros	Manuel Negrete			Craig Vincent-Jones
Anthony Bongiorno	Elizabeth Mendia			Nicole Werner
Mike Johnson				
Dean Page				
Natalie Sanchez				
James Smith				

### CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Agenda, 6/19/2008
- 2) **Maps:** Los Angeles County Service Planning Areas (SPA's) and County Supervisorial Districts by SPA's, 8/2002
- 3) **Roster:** Los Angeles County Commission on HIV, 6/6/2008
- 4) **Matrix:** Commission on HIV Nominations Scoring, 4/11/2008
- 5) **Commissioner Application:** James Chud, 5/15/2008
- 6) **Commission Nominee Evaluation/Scoring Form**
- 7) **Memorandum:** Topic and Scope of the Year 17 Assessment of the Administrative Mechanism, 6/12/2008

1. **CALL TO ORDER:** Ms. DeAugustine called the meeting to order at 1:55 pm.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve Operations Committee meeting minutes (*Postponed*).
4. **PARLIAMENTARY REMARKS:** There were no comments.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** Mr. Vincent-Jones reported that OAPP was using NCC funds to contract with an agency to reimburse pharmacies filling medications for patients who are caught in the Medicare Part D "donut hole." The program should be active by August.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:** It was reported that several Commissioners were sitting against seats with expired terms, and had not submitted renewal applications despite multiple reminders. The Committee needs to discuss what next steps to take.

## Operations Committee Meeting Minutes

June 19, 2008

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### 9. OPEN NOMINATIONS PROCESS:

- A. **Member Interview/Nomination:** James Chud was interviewed for membership on the Commission and his application was subsequently evaluated and scored. It will be forwarded to the full Commission at their July 10, 2008 meeting.

**MOTION #3 (DeAugustine/Page):** Nominate James Chud for a Consumer Alternate seat, as appropriate (*Passed by Consensus*).

➡ Score Mr. Page's application from his interview on January 7, 2008 for renewal to the Commission.

B. **Latino Recruitment:**

- Mr. Vincent-Jones reiterated the importance of the Latino membership adequately reflecting the local epidemic and its possible impact on HRSA funding. He indicated that Mr. Negrete would be applying for the Consumer SPA #4 seat, and there was another prospect for the Consumer SPA #1 seat, but at least one more was needed to meet the minimum threshold. Mr. Johnson said SPA #8 had committed to identify a candidate.
- Supervisor Molina's office will host a recruitment meeting for organizations with large numbers of Latino clients on June 27<sup>th</sup> at 10:30 am to discuss and strategize Latino membership recruitment.

10. **COMPREHENSIVE TRAINING:** Mr. Vincent-Jones will meet with OAPP on June 20, 2008 to identify topics, review existing training, and identify gaps.

➡ Mr. Vincent-Jones agreed for staff to begin planning an orientation schedule for January through April 2009.

11. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):**

A. **Roll-Out of MAI Funds:**

- The Commission approved the new AAM focus that would look at County process delays in accepting and disbursing grant funds and the effect of such delays on services, and using the MAI award process as the focus of the assessment. A purchase order was being prepared.
- The Committee would review the status of prior recommendations at its next meeting.

12. **CONSUMER CAUCUS:**

- It was reported that over 30 people attended the Consumer Caucus "Meet the Grantee" meeting in SPA #1 at the Antelope Valley Hope Foundation. Issues that were discussed with representatives of the Commission and OAPP included transportation, oral health services, medical outpatient/specialty services, food pantry services, case management and housing referrals, provider collaboration and coordination, the Consumer Advisory Board(s), and grievance policies and procedures.
  - OAPP agreed to consider and possibly modify service delivery in light of the comments and consumer feedback.
  - It was suggested that the Priorities and Planning Committee (P&P) look at both allocations and directives to address transportation and dental services in SPA #1.
- ➡ Create a monitoring tool to track feedback from these meetings, with which to assist OAPP.

13. **COMMITTEE WORK PLAN UPDATE:** The item was postponed.

14. **COMMISSION OPERATIONS:** The item was postponed.

15. **ORDINANCE REVISIONS:** The item was postponed.

16. **COMMITTEE ACTIVITIES:** The item was postponed.

17. **COMMUNITY RELATIONS:** The item was postponed.

18. **POLICIES AND PROCEDURES:** The item was postponed.

19. **NEXT STEPS:** The item was postponed.

20. **ANNOUNCEMENTS:** Ms. Baumbauer reported that LAFAN shifted some of its case management services towards the jail system, and now had a case manager at Lynwood. She noted jails had distinct needs which few providers are able to address currently.

21. **ADJOURNMENT:** The meeting was adjourned at 3:00 pm.